



**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF MENTAL HEALTH**

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: MHA-09-77	POSITION: Community Outreach Officer
POSITION SERIES: MS-301	POSITION GRADE: 14
OPENING DATE: 07/16/09	CLOSING DATE: 07/22/09
IF "OPEN UNTIL FILLED" FIRST SCREENING DATE:	SALARY RANGE: \$88,545 - \$123,963 Per Annum
WORKSITE: 64 New York Avenue, N.E. Washington, D.C. 20002	TOUR OF DUTY: 8:15 a.m. – 4:45 p.m. Monday-Friday
PROMOTION POTENTIAL: None	AREA OF CONSIDERATION: Department -Wide Only
AGENCY: DMH/Mental Health Authority	NO. OF VACANCIES: One (1)
DURATION OF APPOINTMENT: MANAGEMENT SUPERVISORY SERVICE (MSS)	
"AT WILL" EMPLOYMENT APPLIES TO THE MANAGEMENT SUPERVISORY SERVICES (MSS). ALL POSITIONS AND APPOINTMENTS IN THE MSS SERVE "AT THE PLEASURE OF THE APPOINTING AUTHORITY" AND MAY BE TERMINATED AT ANY TIME WITHOUT CAUSE.	
RESIDENCY REQUIREMENT: A person applying for a position in the Career Service, Educational Service, Management Supervisory Service, a line attorney position in the Legal Service (Series 905), or an attorney position in the Excepted Service (Series 905) who is a bona fide District resident, AT THE TIME OF APPLICATION for the position, may be awarded a 10-point residency preference over non-District applicants, unless the person declines the preference points. If selected, the person shall be required to present no less than 8 proofs of bona fide District residency and maintain such residency for 7 consecutive years from the effective date of the appointment. Failure to maintain bona fide District residency for the 7-year period will result in forfeiture of employment.	
BRIEF DESCRIPTION OF DUTIES: The incumbent of this position serves as the Community Outreach Officer for the Mental Health Authority (MHA), Department of Mental Health (DMH). The incumbent plans, directs, manages and supervises the community outreach and collaboration with community groups and other government agencies. Plans, develops, and coordinates overall aspects of the program to assure the development and delivery of effective information and outreach services. Attends Town Meetings, Ward Meetings, Advisory Neighborhood Commission, and other public and government meetings as the DMH coordinator of community outreach and education. Responsible for developing informational brochures about DMH programs and services and for making available educational materials related to mental health. Responsible for coordination and management of information on the public website and for internal communication including regular newsletters, use of the DMH intranet and other communication tools. Responsible for developing and reviewing current policies regarding public information to ensure consistency with relevant federal and District laws and DMH policies and procedures.	
QUALIFICATIONS REQUIREMENT: Candidates must possess one (1) year of specialized experience equivalent to the next lower grade level. Specialized experience is experience which is directly related to the position to be filled and which has equipped the candidate with the particular knowledge, skills, and abilities to successfully perform the duties of the position to be filled.	
SELECTIVE PLACEMENT FACTOR(S): None	

SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants MUST respond to the ranking factors. Please describe specific incidents from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. FAILURE TO RESPOND TO ALL RANKING FACTORS MAY ELIMINATE YOU FROM CONSIDERATION.

RANKING FACTORS

1. Demonstrated expert knowledge of public information, community outreach, training and education in a mental health care environment and community outreach program.
2. Demonstrated expertise in planning, directing, and coordinating a public information program and community outreach.
3. Demonstrated ability to supervise employees with responsibilities including planning, implementing and performance of all activities, identifying training needs and delegating authority.
4. Extensive skill in orally and written communication as required to develop written informational and educational materials, make presentations to community groups and others about DMH materials, and to advise, top management officials on public information requirements and programs.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE WILL BE ALLOWED AS DEFINED BY OPM'S X-118 QUALIFICATIONS STANDARDS. HOWEVER, IN ORDER TO RECEIVE CREDIT YOU MUST SUBMIT OFFICIAL PROOF OF EDUCATIONAL ATTAINMENT WITH YOUR APPLICATION. TIME-IN-GRADE REQUIREMENTS ARE APPLICABLE. APPLICANTS CLAIMING VETERANS PREFERENCE MUST SUBMIT OFFICIAL PROOF WITH THE APPLICATION.

APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT THAT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE WILL BE RETURNED WITHOUT ACTION.

HOW TO APPLY: ALL APPLICANTS, INCLUDING DEPARTMENTAL EMPLOYEES AND OTHER D.C. GOVERNMENT EMPLOYEES, MUST SUBMIT THE DISTRICT OF COLUMBIA GOVERNMENT EMPLOYMENT APPLICATION, DC 2000. SELECTION (S) FROM THIS VACANCY ANNOUNCEMENT PENDING CLEARANCE THROUGH PRIORITY PLACEMENT PROGRAMS. "A NON-COMPETITIVE SELECTION OF A CANDIDATE ON THE AGENCY'S REEMPLOYMENT PRIORITY LIST OR THE DISPLACED EMPLOYEE'S PRIORITY LIST WILL RESULT IN CANCELLATION OF THIS VACANCY ANNOUNCEMENT."

WHERE TO APPLY: DEPARTMENT OF MENTAL HEALTH
DIVISION OF HUMAN RESOURCES
64 NEW YORK AVENUE, NE, 5th Floor
WASHINGTON, D.C. 20002
ATTN: Cynthia Hawkins (202) 673-3517
FACSIMILE: (202) 673-4386

IN ACCORDANCE WITH THE D. C. HUMAN RIGHTS ACT OF 1977, AS AMENDED, D. C. CODE SECTION 1-2501 et seq. ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

OFFICIAL JOB OFFERS ARE MADE ONLY BY THE DEPARTMENT OF MENTAL HEALTH, DIVISION OF HUMAN RESOURCES.

DRUG-FREE WORKPLACE ACT OF 1988. "Pursuant to the requirements of the Drug-Free Workplace Act of 1988, the individual selected to fill this position will, as a condition of employment, be required to notify his or her immediate supervisor, in writing, no later than five days after conviction of or plea of guilty to a violation of any criminal drug statute occurring in the workplace."